

# CITY OF PORTLAND, TENNESSEE

## Planning Commission Application

### Final Master Development Application and Checklist

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Title of Project: \_\_\_\_\_

Street Location: \_\_\_\_\_

County: Sumner County or Robertson County (Circle One)

Tax Map: \_\_\_\_\_ Group: \_\_\_\_\_ Parcel: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Zoning: \_\_\_\_\_

#### Applicant:

Name: \_\_\_\_\_

Company or Partnership: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Mobile: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

#### Owner:

Name: \_\_\_\_\_

Company or Partnership: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Mobile: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

#### Surveyor/Engineer:

Name: \_\_\_\_\_

Company or Partnership: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Mobile: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

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Provided with Submittal		For Office Use
	Non-refundable Application Fee (See current fee schedule)	
	Completed Application	
	If applicant is not the property owner include signed agent authorization form	
	Tax Map and Parcel Number Information for Subject Parcel(s)	
	Total Acreage of Parcel(s)	
	Zoning of Subject Parcel(s)	
	Location map showing relation of property to surrounding properties and streets	
	Final development plan drawings at a scale no smaller than one (1) inch to two hundred (200) feet indicating: (1) The anticipated finished topography of the area involved (contours at vertical intervals as specified by the city engineer but not to exceed five (5) feet)	
	A circulation diagram indicating the proposed movement of vehicles, goods, and pedestrians within the planned unit development and to and from existing thoroughfares. This shall specifically include: Width of proposed streets; a plan of any sidewalks or proposed pedestrian ways; and any special engineering features and traffic regulation devices needed to facilitate or insure the safety of the circulation pattern	
	An off-street parking and loading plan indicating ground coverage of parking areas	
	Areas proposed to be conveyed, dedicated or reserved for parks, parkways, and other public or semi-public open space uses including any improvements which are to be deeded as part of any common use area	
	Information regarding the physical characteristics of the surrounding area and developments within three hundred (300) feet of the proposed planned unit development	
	A plot plan for each building site and common open area, showing the approximate location of all buildings, structures, and improvements and indicating the open spaces around buildings and structures	
	A plan for proposed utilities including sewers, both sanitary and storm, gas lines, water lines, fire hydrants and electric lines showing proposed connections to existing utility systems	
	A plan showing the use, height, bulk, and location of all buildings and other structures. Any drawings used to meet this requirement need not be the result of final architectural decisions and need not be in detail	
	A generalized land use map and a tabulation of land area to be devoted to various uses and activities	
	A tabulation of proposed densities to be allocated to various parts of the area to be developed	

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	A plan which indicates the location, function, and ownership of all open spaces, excepting those open spaces included in fee simple lots	
	Final drafts of all proposed covenants and grants of easement (particularly those pertaining to common open space).	
	Other information as may be Requested by the Planning Commission or Staff	

This application shall be accompanied by maps, drawings, or other supportive information necessary to explain the request. It is recommended that the applicant or a representative be present at the Planning Commission subsequent Portland City Council meetings. The Planning Commission reviews the request and makes a recommendation to the City Council. Rezoning is done by ordinance, approved by the City Council. Approving an ordinance is a two reading process with a public hearing held at the second reading.

As the applicant or the applicant's agent, I understand that it is my sole responsibility to notify my client of the time, date, and location of the Planning Commission and subsequent Portland City Council meetings at which this application will be heard and to ensure that someone representing this item is in attendance at each of these meetings.

I hereby attest that I have provided a complete application and included all of the necessary attachments as required. I understand that if information is incomplete and/or otherwise not provided, this application may be deferred until such time as the necessary information is provided.

\_\_\_\_\_  
Signature of Person Completing & Submitting this Application

\_\_\_\_\_  
Signature of Owner (If different from applicant)

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### **Agent Acting on the Property Owners Behalf**

The Agent Authorization Form shall be required for all applications. This form will allow your surveyor or engineer to act on behalf of the property owner and/or applicant. The applicant may also provide a purchase contract giving them the right to request the approval sought with this application. The purchase contract must be provided to the Planning Department along with this application.

Applications for Sketch, Preliminary, and Final Plats must include a Licensed Surveyor authorized to practice in the State of Tennessee. Applications for Site Plans must include the stamp of a Licensed Surveyor, Licensed Engineer, Licensed Architect, or Licensed Landscaped Architect according to the particular type of development. A Licensed Surveyor, Licensed Engineer, Licensed Architect, or Licensed Landscaped Architect shall be authorized to represent the owner applicant in the matter before Planning Commission.

### **Agent Authorization Form**

In connection with the above listed project, I hereby appoint the person indicated as the applicant and/or surveyor/engineer to act as my agent for the purpose of filing the attached application with the City of Portland Planning Commission.

\_\_\_\_\_  
Printed Name of Owner:

\_\_\_\_\_  
Signature of Owner:

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

Personally appeared before me, the undersigned, a Notary Public in and for said county and state, \_\_\_\_\_, known to me to be the person who signed the foregoing instrument, and who acknowledged that he/she executed the within instrument for the purposes therein contained.

Witness my hand, at office this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_